ROUTING AND RECORD SHEET

SUBJECT: (Optional)				
Reducing Bureaucracy in CIA				

FROM:
Gary W. Goodrich
Director, Special Projects Staff

EXTENSION	NO. SPS-0115-87
	DATE 1 May 1987

DDA/REG LOGGED

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TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Executive Officer to the DDA Room 7D24 - HQS	08 MAY 1987			
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1-79

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SPS-0115-87
1 May 1987

MEMORANDUM FOR: Executive Officer to the DDA

FROM: Gary W. Goodrich
                  Director, Special Projects Staff, DS&T

SUBJECT: Reducing Bureaucracy in CIA

    1.   From my perspective the most troublesome bureaucratic
stumbling block in CIA is the lack of concern given to many
applicants during the personnel recruitment process. Many
applicants have legitimate unique issues which require
special attention rather than standard answers. The mainline
OP process seems inflexible or unable to deal with unique
cases. I recommend a solution be sought that places more
responsibility for communications with an applicant closer
to the component where the applicant will ultimately work.

    2.   In discussing the request with the senior managers in
SPS, I found two additional subjects worth raising in this
context:

        a.   The bureaucratic procedures for closing out
    procurement activities at the end of FY-1986 were unneces-
    sarily cumbersome on the operating components. The July
    deadlines for some of these procurements mean almost
    3 months of no procurements for on-going operations. When
    this is coupled with the sometimes several months of
    delayed budget approvals for the new fiscal year, the
    "real" operational year can be as short as 6 months. One
    solution would be to allow each directorate or office to
    identify on-going operational activities and allow them
    some flexibility for procurement across the end of a fiscal
    year. The reorganization of PD/OL affords this opportunity
    in FY-1987.

        b.   Another bureaucratic process that needs fixing is
    the amount of "junk mail" received by employees. Many
    employees spend unnecessary time handling and reading mail
    for all employees that in no way affects them. I recognize
    the desire to communicate with all employees. One solution
    could be to issue soft-copy mail or bulletin board items.

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Even if this approach takes years to fully introduce, it should be started ASAP. OIT may have to provide soft-copy mail in different formats until standards are met in interfacing each different type of terminal and system.

3. I submit these items with the interest of improving CIA procedures and operational effectiveness. I'd be interested in what is already happening or planned to happen in these areas as well as other areas suggested in response to your request.

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/Gary W. Goodrich

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